

FEB 21 57

25X1A8a

MEMORANDUM TO ALL MEMBERS OF [REDACTED] DIVISION

25X1A8a

FROM: [REDACTED]

25X1A8a

SUBJECT: Preparation of [REDACTED] Briefs on Current
Developments

25X1A8a

1. It is in the interest of [REDACTED] commitments, not only to the Clandestine Services elements, but also to foreign liaison services, that we maintain and even increase the output of current materials on the developments in the various aspects and components of international Communism.

2. Each of you is requested to be especially watchful, during the course of your regular work, for information or developments which would lend themselves to the preparation of short but pertinent "spot" briefs which would be of interest and assistance to all concerned.

3. While I understand that all of us are overcommitted as it is, it is nevertheless essential that we maintain and even step up the flow. I believe it is possible to produce a valuable contribution to the overall effort in this proposed form without noticeably increasing the workload of the individual [REDACTED] staff member.

25X1A8a

4. In order to speed up production the following interim procedure is to be followed:

25X1A8a

a) Each [REDACTED] Chief will prepare a statement reflecting the interests of [REDACTED] in his areas. The statement is to be forwarded to [REDACTED] by 4 March 1957.

25X1X7

25X1A8a

25X1A8a

b) [REDACTED] will consolidate these statements and forward them to all ICD members for their guidance by 11 March.

25X1A8a

* [REDACTED] signed Stencil,
but initials did not come out.

-P83

~~SECRET~~

25X1A8a c) Upon receipt of the consolidated guidance statement each ICD member will forward through his branch chief, or, where there is no branch chief, directly to [REDACTED] recommendations, ideas, items of current interest to liaison activities.

25X1A8a [REDACTED] will review the validity of the selection and ensure speedy preparation of useful items, either through the branch chiefs or, where there is no branch chief, directly through the originator.

d) Branch chiefs remain responsible for the quickest possible servicing of specific requests from liaison which they are receiving through routine channels.

e) This procedure is designed to generate unsolicited items.

25X1A8a

25X1A8a

f) [REDACTED] will brief [REDACTED] on or about 11 May on the progress of this attempt to increase production of exchange items.

25X1A8a

[REDACTED]
(19 February 1957)

~~SECRET~~